

Healthy Meeting *and* Event Guide



***Make Every Meeting a
Healthy Meeting***

Healthy Meetings and Events

Healthy eating and physical activity are essential for good health. The 2005 USDA Dietary Guidelines recommend we eat more fruits and vegetables, whole grains, lean meats and low-fat dairy foods, while eating less saturated fat and refined carbohydrates. The Guidelines also recommend more physical activity on a daily basis. Meetings and events offer excellent opportunities to offer healthy foods and beverages and to be physically active.

The Healthy Meeting and Event Guide includes a list of recommended foods and beverages for any meeting or any event where refreshments are offered. The guide can be used when discussing refreshment options with caterers, choosing restaurants or conference sites to hold events, or asking colleagues to prepare or purchase food and beverages for meetings.

Recommendations for activity breaks and suggestions for incorporating those breaks are also included. Following this guide will assure that participants have access to healthy food and opportunities for physical activity.



► **Tips For Healthy Eating**

Hints:

- Serve sauces and dressings on the side.
- Use egg substitute in place of whole eggs.
- Use low fat or non-fat dairy products: yogurt, cream, cheese, and milk.
- Keep portion sizes in line with the U.S. Dietary Guidelines for individual servings.
- Give participants an opportunity to inform you of dietary needs or restrictions before the event.



Avoid:

- Foods prepared with trans fats; foods made with or fried in partially hydrogenated oils;
- High fat meats like bacon and sausage;
- Fried foods like hash browns, French fries, onion rings, fried fish or chicken;
- Cake, pies, pastries or ice cream with high fat content; and,
- Cream based soups.

Suggestions For Healthy Eating

► **Breakfast and Brunch:**

- Yogurt, non-fat or low fat
- 100% whole grain cereals and granola
- 100% whole wheat toast, bagels and fruit breads
- Vegetables for omelet fillings or added to scrambled eggs

► **Lunch and Dinner:**

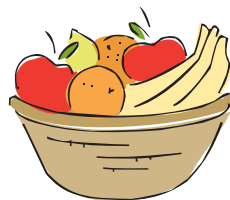
- Fresh fruit
- 100% whole grain breads
- Broth or vegetable based soups
- Foods that are baked, broiled, poached, grilled, roasted or steamed
- Fish and shellfish
- At least two vegetables with every meal, seasoned with fresh herbs
- Pastas with olive oil, tomato or other vegetable based sauces
- Vegetarian alternatives such as bean based soups and casseroles, or vegetable lasagna
- Lean meats, chicken, turkey or fish for sandwich fillings
- Low fat cheeses, sandwich spreads and condiments

► **Beverages for any meal:**

- Water or calorie free flavored sparkling water
- 100% fruit and vegetable juices
- Regular and decaffeinated coffee
- Regular, decaffeinated and herbal tea
- Non-fat milk
- Diet soda

Sample Breakfast

Assorted fresh fruit
Assorted bagels, including wheat, oat and fruit options
Low fat cream cheese spreads
Whole grain cereal and non-fat milk
Low fat yogurt with granola and/or fruit



Sample Lunch

Vegetable platter with low fat dip
Bean or broth based soup
Lean turkey/tuna/veggie roll-ups
Salad with oil & vinegar dressing
Fruit kabobs



Sample Dinner

Baked salmon with dill and lemon
Steamed asparagus
Baked sweet potato
Green salad with low fat dressing
Bean and corn salad
100% whole wheat rolls



Breaks, Snacks and Desserts:

Fruit and vegetable platters
Non-fat or low fat dips or hummus
Fruit smoothies or yogurt based shakes
Baked tortilla chips and salsa
Low fat pretzels or popcorn
Low fat frozen yogurt



Tips For Active Meetings

► **Half day to full day meetings:**

- Choose a location where participants can safely and easily take a walk. Provide this information to participants when they arrive at the meeting, or at registration.
- Encourage participants to take the stairs. Work with facility staff to place signs near elevators showing where the stairs are located.
- Schedule brief activity breaks: 10-15 minutes at a time, every two or so hours. Participants can walk around on their own, or someone can lead interested participants in a brief stretching break. Include this break time in the meeting agenda. Consider labeling it “Physical Activity Break,” “Walk Break,” “Stretch Break,” or something similar to cue participants to action.

► **Overnight meetings:**

- Choose a location that has a fitness facility or has access to one. Include this information in materials that are sent to participants.
- Organize early morning physical activity opportunities. Opportunities might include group walks, runs or classes such as yoga or Pilates. Include this information in agendas or meeting schedules.
- Include all of the above suggestions.

► **Participants with disabilities:**

- There are no hard and fast rules when assisting people with a disability to participate in physical activity. The most important thing is to listen to the individual’s needs and not to pre-judge their requirements.
- If an activity doesn’t work for all abilities, it can usually be adapted so everyone can participate.
- For many activities, minor modifications — such as slowing down the pace — is all that’s needed.
- Give participants the opportunity to inform you of any special physical access needs.

For More Information:

- American Cancer Society Workplace Solutions
www.acsworkplacesolutions.com/meetingwell.asp
- American Dietetic Association, Food and Nutrition Information
www.eatright.org/cps/rde/xchg/ada/hs.xsl/nutrition.html
- Centers for Disease Control and Prevention Stairwell to Better Health Initiative
www.cdc.gov/nccdphp/dnpa/hwi/toolkits/stairwell/index.htm
- Eat Smart Move More North Carolina
www.eatsmartmovemorenc.com/
- Fruits and Veggies - More Matters
www.fruitsandveggiesmorematters.org/
- Lift Off! 10 Minute Physical Activity Breaks
www.ph.ucla.edu/cehd/activity-breaks.htm
- The National Center on Physical Activity and Disability
www.ncpad.org
- USDA My Pyramid
www.mypyramid.gov/
- Walkability Audit Tool
www.walkinginfo.org/promote



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